

ANNEXURE – IV

Form to be filled by the Department while forwarding proposals to the Tripura Public Service Commission for framing Recruitment Rules for posts.

1. (a) Name of the posts :-
(b) Name of the Department :-
(c) Number of posts :-
(d) Scale of pay :-
(e) Class and Service to which the posts belong. :-
(f) Ministerial or non-ministerial of F.R.9(17). :-
2. Appointing Authority :-
3. Duties of the posts in detail :-
4. Describe briefly the method(s) adopted for filling the posts hitherto. :-
5. Method(s) of recruitment proposed :-
6. If promotion is proposed as a method of recruitment :-
 - (a) Designation and number of the posts :-
Proposed to be included in the field of promotion.
 - (b) Number of years of Qualifying service :-
Proposed to be fixed before persons in the Field become eligible for promotion.
 - (c) Percentage of vacancies in the grade proposed to be filled by promotion. :-
 - (d) Reasons for proposing the percentage in (c) above. :-
 - (e) Have recruitment rules been framed for the posts proposed in the field of promotion ?
If framed in consultation with the Commission, please quote Commission's reference No. If the UPSC was consulted the No. and date of the Department's Communication of the Recruitment Rules to the Commission. If consultation with the Commission was not required please attach a copy of rules framed. :-
 - (f) If recruitment rules were not framed for the posts in the field of promotion :-
 - (i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state percentages of vacancies filled by each of the methods. :-
 - (ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion. :-
 - (g) (i) Is the promotion to be made on Selection or non-Selection basis ? :-
(ii) Reasons for the proposal in (i) above. :-
 - (h) If a DPC exists, what is its composition ? :-

Contd..P/2

7. If promotion is not proposed as a method, please state why it is not considered desirable/Possible/necessary. :-
8. If direct recruitment is proposed as a method of recruitment please state.
- (a) The percentage of vacancies proposed to be filled by direct recruitment. :-
- (b) (i) Age for direct recruits. :-
- (ii) Is age relaxable for Government Servants ? :-
- (c) Educational and other qualifications required for direct recruits. (It may please be noted that the essential qualification prescribed are relaxable at Commission's discretion in case of candidates other wise well qualified). :-
- Essential
- Desirable
- (d) Has the post been advertised by the Commission in the past ? If so, please quote Department's/ Commission's reference No. :-
9. If direct Recruitment is not proposed as a method, please state why it is not considered desirable/ possible/necessary. :-
10. (i) If promotion and direct recruitment are both proposed as methods of recruitment will the education qualifications proposed for direct recruits apply in case of promotees ? :-
- (ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotees ? :-
11. (a) Is deputation/transfer proposed as a method of recruitment ? If so, please state the reasons for the proposal. Please state clearly whether deputation or transfer or both are proposed. :-
- (b) The percentage of vacancies proposed to be filled by this method. :-
- (c) The period to which deputation will be limited. :-
- (d) The names of the posts of grades or services etc. from which deputation/transfer is proposed. :-
12. If any of the methods proposed fails, by what method are such vacancies proposed to be filled ? :-

Contd..P/3

- 13. Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted. :-

- 14. If these proposals are being sent in response to any reference from the Commission please quote Commission's reference No. :-

- 15. Names, address and telephone numbers of the Department's Representatives with whom these Proposals may be discussed, if necessary, for Clarification/early decision. :-

Date
Place.....

Signature of the Officer sending the proposals.

Telephone No.